

### Temporary Part-Time File Clerk

Billings County Recorder's Office has a position opening for a Temporary Part-Time File Clerk doing data inputting and scanning of documents to digitize into the "North Dakota Recorder's Information Network". Applications must be received in the Recorder's office at PO Box 138, Medora, ND 58645 by July 27, 2015.

Job Requirements: Computer skills, accuracy, and working relationship with office personnel. Hours will be around 19 per week with an hourly salary of \$18.00. No benefits will be provided with this position. This position will be re-evaluated after 1 year according to budget availability.

Please contact County Recorder Donna Adams at (701)623-4491 for any additional questions regarding this position.

Billings County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in its hiring practice.